

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES
DIVISION OF MENTAL HEALTH AND MENTAL RETARDATION

Alcoholism and Drug Abuse Services Section

<u>Appl #</u>	<u>Description</u>	<u>Disposition</u>
86-19	ALCOHOL AND DRUG ABUSE DIRECT CLIENT SERVICES TICKET FILE Documents relating to recording the charge and payment for pro- viding drug abuse client services. Included is Direct Client Services Ticket- which records the charge and payment for providing drug abuse client services. File is arranged numerically by ticket number.	(Official Copy) Midtown Intake and Treat- ment Center Synthesis West Treatment Center The Odyssey Treatment Center Cut off file at the end of each fiscal year; hold in current files area 1 year; transfer to State Records Center; hold 2 years; then destroy. * In rural areas, where Direct Client Services Tickets are issued through MH/MR Community Centers, the same retention instruct- ions apply. <u>Except</u> records will be held at the local facility instead of the State Records Center. (Reference Copy) Metro Drug Abuse Program Cut off file at the end of each fiscal year, then destroy. APPROVED: 6/16/86

original not found as of 3-15-02